

29 MAR 1982

Smith, Hinchman & Grylls Associates, Inc.
455 West Fort Street
Detroit, Michigan 48226

Gentlemen:

This will confirm that a personal interview with the Agency's Architect & Engineer Evaluation Board has been scheduled for your firm at 1:00 p.m. on April 13, 1982, at your office in Detroit, Michigan. The Agency will be represented by five Board members and two staff personnel.

The purpose of this interview is to provide your firm an opportunity to present its qualifications in person and to enable the Evaluation Board to observe your facilities and operations. The following agenda has been established to guide you in preparing for the interview:

- I. Remarks by Evaluation Board Chairman
- II. Firm Presentation
 - A. Introduction of Key Personnel
 - B. Discuss your approach to the project and elaborate on the organization of the project team, schedule of completion, and interface with the Agency.
 - C. Brief presentation of recent examples of similar projects (not more than three).
- III. Tour of Your Facilities and Operations
- IV. Question and Answer Session

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It is anticipated that the interview can be completed in three hours unless the facilities tour requires travel to several locations. If the facilities tour requires security clearance to enter selected areas of your operation, we will provide clearance data on our personnel at your request. We look forward to meeting with you, and if you have any questions concerning the interview, please call [redacted] STAT

Prior to the interview, the Agency will conduct an on-site security inspection of your firm's operation. Scheduling of this inspection will be made by telephone.

Sincerely,

[redacted]

Contracting Officer
Office of Logistics

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(29 Mar 82)